

Town of Lunenburg

Personnel Committee:
Cheryl Valera, Chairman
Scott Chase, Vice-Chairman
Lin Vickery, Secretary
Deb Christen, Member
Nancy Forest, Member



17 Main Street, P.O. Box 135
Lunenburg, MA 01462-0135
978.582.4139
FAX 978.582.4148

Minutes May 14, 2015

Meeting Posted: Yes
Location: Lunenburg Library, Massachusetts Ave., Lunenburg, MA
Present: Cheryl Valera, Lin Vickery, Scott Chase, Jamie Toale, Deb Christen and Nancy Forest
Absent: no one

1. Cheryl Valera, Committee Chair, called the meeting to order at 6:34 p.m. Reviewed minutes of April 2, 2015 meeting. Lin will edit the April 2, 2015 minutes and they will be reviewed again at the June 4, 2015 meeting.
2. No old business.
3. Public Comment:
 - a. Jamie Toale asked the Personnel Committee if we were interested in taking on the following two projects:
 - Create a framework for a performance evaluation process that includes framework, reasonable goals and time frame. Personnel Committee agreed to take this project on after we complete the review of the Salary Administration Plan.
 - Create employment process for town volunteer bank for various committees involving attracting, retaining, motivating, marketing and evaluating. Personnel Committee agreed to hold on this project for now.
4. Agenda Items:
 - a. Continuation of discussion regarding salary and benefits
 - Discussed variances in paid time off and step increases between union and town employees. Cheryl will do an analysis regarding paid time off. Nancy will provide Cheryl with employee names, hire date, hourly rates, step and title, so she can complete the analysis. Scott will do a cost analysis for doing annual step increases vs. every other year step increases.
 - Discussed changing paid time from days to hours. Cheryl shared with the Committee conversion from days to hours.
 - Any proposed changes to the Salary Admin plan needs to be presented to Selectmen and possibly Finance Committee (if proposed changes impact Finance) for their review before we present at special Town Meeting.
5. Next Personnel Committee meeting will be June 4, 2015 at 6:30 p.m. at the Lunenburg Library
6. June 4th agenda items are:
 - a. Continuation of discussion regarding Salary Administration Plan
 - b. Review paid time off analysis that Cheryl Valera will be preparing
 - c. Review cost analysis of doing an annual step increase for town employees prepared by Scott Chase
 - d. Personnel Action Forms

7. Adjournment: Scott moved to adjourn the meeting; Deb seconded the motion, and the committee voted 5-0 to adjourn at 8:15 pm.

Minutes respectfully submitted on May 14, 2015, by Lin Vickery